Introduction to Navy Facilities Safety and Health Conferences

What are these Conferences about?

These Conferences are where you'll find out about what's happening with safety and health for facilities, including topics like Ergonomics for Interior Designers.

Safety and Health Forums are established in the following areas for discussions involving the Navy safety and health community - Design, Construction, BRAC, Housing, Public Works, OSHA, Ergonomics, Professional Development, Automation, Environmental Safety and Health, Industrial Hygiene/Occupational Health, Risk Assessment, Hazard Abatement and Criteria, BAM/POM, Metrics, FECA Program, Tracking, Asbestos, Lead, Ventilation, and General. Of course, others will be added as interest is indicated.

The Ergonomics for Interior Designers forum is primarily for discussions of facility design issues involving ergonomics in the office setting.

These Conferences have email notification of postings to discussions you are interested in, you won't ever have to worry about missing anything. You'll have the latest hot topics and hot, sometimes not even off the presses, ideas.

Ideas that can help you "do" facilities safety and health better. Ideas and information that can help you find new sources of help for program management, design issues and hazard controls.

Another cool part about these Conferences is you can participate in these ideas. We want this to be just like a close-knit community, so there's only a little moderation. Most of what goes on in such a community is due to the collective activities of many and not by any specific rules. Just share your ideas. Oh yeah, like a community, there's not much tolerance for negative put-downs or horseplay, so try to keep it focused on safety and health. Here are the few rules we do have:

- Be polite. After all you want to be listened to or you wouldn't write.
- Be succinct. Shorter is better as long as it's clear.
- Be prepared. Who knows who will write to support or refute your idea. This is a forum for ideas and opinions not for egos.

Instructions explaining how to use these Conferences follow:

 The address is: http://www.navfac-safety.navy.mil/conference.htm

How to Access and Use the NAVFAC Conferences

The following instructions will guide you through the process of accessing a discussion conference, registering and logging into a conference, and using the conference to communicate with your fellow OSH professionals. An overview of the structure of the discussion conferences and the methods for navigating within the conferences will be provided as part of these instructions. If you have any questions or encounter any problems while accessing or using the discussion conferences, please send a message alerting us to your issues using our online comment form http://www.navfac-safety.navy.mil/comments.htm.

Registering and Logging On to a Discussion Conference

There are currently two discussion conferences available on the NAVFAC Safety and Health website: the NAVFAC Safety and Health Conference and the Ergonomics Conference. These conferences can be accessed by opening your web browser and typing in the web address http://www.navfac-safety.navy.mil/conference.htm. From this web page you can select which conference you wish to enter. You are required to register, prior to accessing the discussion conferences for the very first time. Once you are registered, you can log in to any discussion conference. Currently there is minimal moderation applied to the discussion conferences, so once you register for one conference (i.e. NAVFAC Safety and Health Conference) you will be automatically registered for the other available conferences (i.e.Ergonomics). The registration procedures are as follows:

1. Go to http://www.navfac-safety.navy.mil/conference.htm.
2. Select the conference you would like to enter.
3. Click on the Registration Form link in the User Login dialog box to open the User Registration form.
4. Fill in the requested information in the User Registration dialog box, which includes your username and password for the conference. Please note that the username and password are both case sensitive. An email address is also requested so that you can receive automatic notifications of new messages posted to the conferences via email, if you so desire.
5. Click OK to proceed with the registration process.
6. Confirm your password by retyping it. Remember that the password is case sensitive. Click Ok to log on to the conference.
7. You will now receive a Logon dialog box that asks, "Are you <full name>?", where full name is what you entered in the User Registration form. Click Yes to log on to the conference. Note: When you access the conference from this point forward you will receive this "Are you <full name>?" prompt, unless your browser temporary files are deleted, in which case you will receive a login dialog box where you can enter you username and password and confirm them by retyping the information.

Using the Discussion Conferences

Once you are logged into the conference, you will see a main screen that displays the new messages that have been posted over the last 90 days categorized into different topic areas. The software which is used to implement the discussion conferences refers to these high level messages as Threads and the different topic areas as Forums. The discussion conference software implements a basic, threaded-discussion hierarchy as shown below:
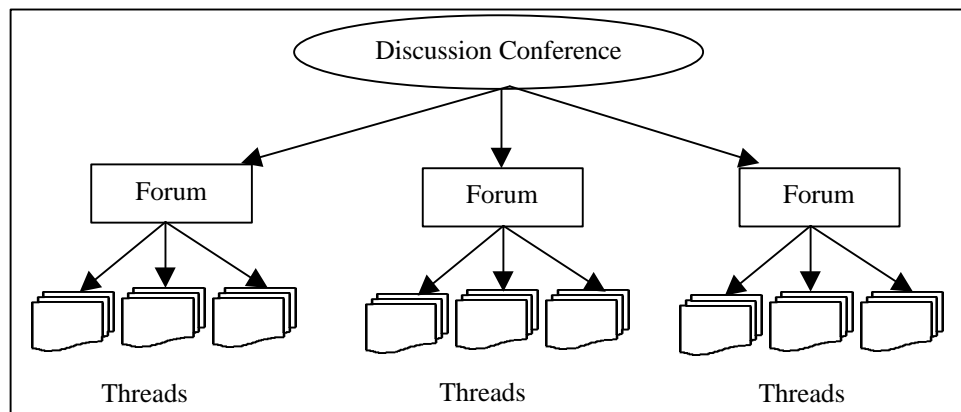

Figure 1: Discussion Conference Structure

The administrators of the discussion conferences predefine the different forums (i.e. topic areas). Only the forums that have new messages will be shown on the main screen. You will notice that on this screen each forum is listed with the threads (i.e. high level messages) which have been posted underneath it (see Figure 2, below).
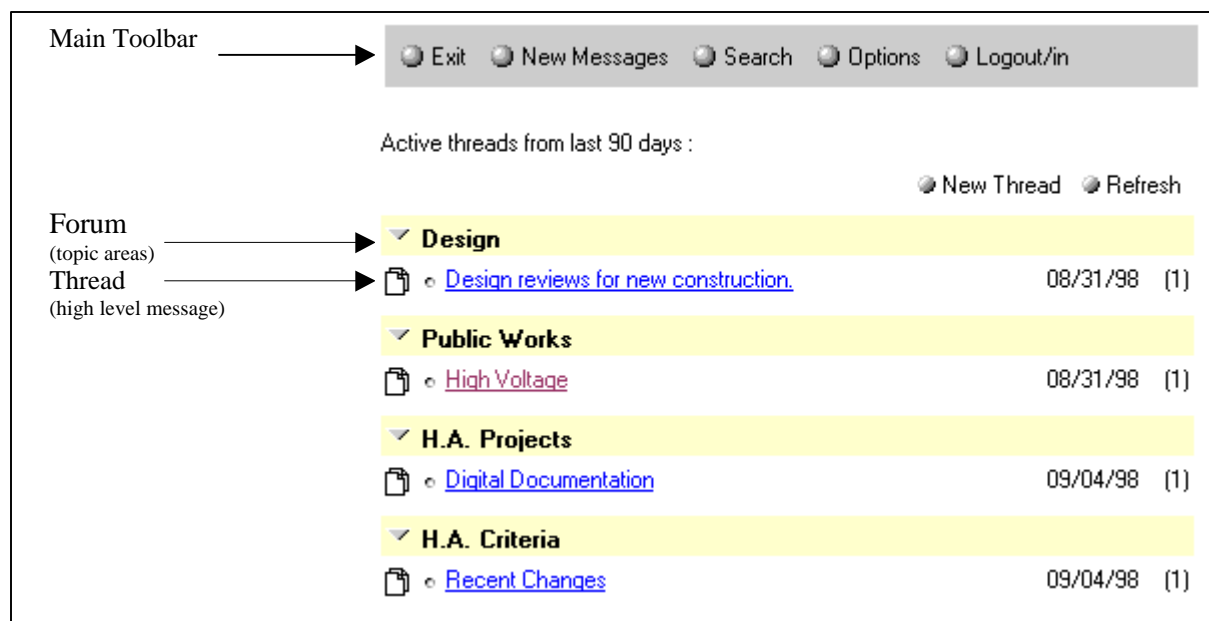

Figure 2: Main Screen showing Toolbar, Forums, and Threads

If you wish to search for a particular keyword across the different forums, you can click the Search button, which is found in the main toolbar shown in Figure 2. If you wish to add a new thread under a particular forum, simply click on the New Thread button, (also shown in Figure 2), and select the forum that the thread should be posted in, enter the subject of the thread, and enter the corresponding message.

The main screen shows each forum that has new messages and the associated threads. To the right of the thread is the date the thread was last updated (i.e. new message added) and in parentheses is the number of messages (including replies) which are part of the thread.

- In order to view a particular thread, respond to a message in a thread, or add a message in a thread, simply click on the subject of the thread to view its contents.
- To respond to a message, open the appropriate message and click the Reply button at the top of the message.
- To add a new message, click on the Post new message in this thread link at the bottom of the listing of the thread's contents.

When posting new messages in threads, you will have the option to select if you would like the conference to "Notify me by e-mail about all messages posted in this thread." If you select this checkbox, you will automatically receive an e-mail when someone posts a new message/reply to the thread. The email will contain the new message that was posted, as well as, a link with the web address to the conference where the message is located.

Additional Help Available

There are many features and options available to you within the conferences, many of which are outside of the scope of these basic instructions. If you would like to learn more about these additional features and options, please refer to the online help of the conference software. This online help can be accessed from the NAVFAC Conferences webpage at http://www.navfac-safety.navy.mil/conference.htm by clicking on the help link. To look at the different user configurable options, which are available to you as a user of the conference, click on the Options button on the main screen of one of the discussion conferences.

Again, if you have any questions concerning the discussion conferences, please send us a message via the online comment form at http://www.navfac-safety.navy.mil/comments.htm.